

CHECK list

- Coordinate field trip with school.
- Send check and signed agreement to Elizabeth River Project, 475 Water Street C103A, Portsmouth, VA 23704, attention Robin Dunbar, Education Director.
- Plan additional outdoor activities in your school yard or local community.
- Make sure you have 1 chaperone per 10 students.
- Arrange transportation.
- Travel light and consider including “Green Field Trip” ideas: recycled paper, student lunches include reusable containers and implement stewardship activities. Storage space is limited and we encourage you store lunches on bus.
- Send the LEARNING BARGE *Parent Letter* home with permission slips.
- Provide all teachers and chaperones a copy of field trip information or instruct to visit www.elizabethriver.org
- Complete pre- and post activities.
- Students will be divided into groups as they board the barge (up to 12 per group if over 60 students)
- Talk to students about field trip experience including safety rules, no throwing trash in river, no running or screaming and being gentle with river life.
- Wear appropriate clothing and closed toed shoes to the barge. No heels please. The barge has 2 restrooms. Restroom break before arriving is a good idea.
- If you are going to be arrive late, please call Robin Dunbar, Education Director @ 757-439-8894.
- Have a count of all students and adults in your group when you arrive
- Bring phone numbers in case of emergency or medical situation.
- To check-in greet a member of the LEARNING BARGE Team at gangway.
- Arrange pick-up time (15 minutes early) with your transportation. Please don't allow buses to idle in the spirit of being “green.”
- Have this check list with you to help your field trip experience go smoothly.